

USAG Stuttgart Passport Application Instructions: For Initial or Renewal Passport

IMPORTANT NOTES:

- Expedite options are not available outside the U.S. Please do not utilize this option for it will provide incorrect fees.
- Updates to the online site are made often by U.S. Department of State. These instructions are current as of AUG 2015.

ONLINE INSTRUCTIONS

1. Go to the following passport online link: <https://pptform.state.gov>
2. Click on the box "I have read the Privacy [...] Disclaimers", then click on **Submit**.
3. Click on **Submit** with the box labeled "Complete Form Online".
4. Read the Privacy Act and Paperwork Reduction Act statements, then click on the box "I have read the Privacy [...] statements". Please note this information will be located on page 4 of your completed application.
5. **About the Applicant:** Fill in requested information about the Applicant. References all 0's for applicant who does not currently have a Social Security Number. Click on Next.
6. **Contact Information**
 - **Where should the passport be mailed?:** You must provide the information highlighted in bold or your application will have to be retyped. Please note your completed application will list this address in block 8.
Street Address: USAG STUTTGART DHR, UNIT 30401 Street Address (#2): ATTN: PASSPORTS City: APO
Country: UNITED STATES State: AE – AF Europe Zip Code: 09107 In Care of: STUTTGART ARMY
Is this your Permanent Address: Select No, screen will repopulate. Your permanent address may **not** be a CMR address. Use either a Stateside or German permanent address.
 - **Preferred Method of Communication:** Select one of the three options listed, then provide a good email address and phone number. You may provide a German phone number. Click on **Next**.
7. **Travel Plans:** Please leave blank. If traveling within 6 weeks please notify the passport agent. Click on Next.
8. **Emergency Contact:** Optional field but applicant is highly encourage to provide information. Click on **Next**.
9. **Your Most Recent Passport:** Click on one of four options listed. If you click on **None**, proceed to number 10.
 - **Do you still have the passport in your possession?:** Select **Yes** as long the passport you are applying for has not been lost, stolen, damaged, or mutilated.
 - **Date of your most recent passport book issued:** Reference your most recent issued passport regardless of type (Official, No-Fee, or Tourist). Click on **Next**.
10. **Parent & Spouse Information:** If not prompted to enter this information proceed to number 11.
 - Reference the parent (guardian) name(s) as it was at their birth not at the applicants birth. You must provide as much information as known or what is listed on the applicants birth certificate.
 - **Spouse:** If applicant is married or divorced you must provide this information. Click on **Next**.
11. **Are you known by other names?:** If known by other name(s) you must provide this information. Click on **Next**.
12. **Passport Application Review:** Second block down "Mailing Address" must list the mailing address provided in number 6. If you had to provide a parent (guardian) name(s), names should reflect the parents name(s) at their birth not at the applicants birth. After reviewing and making edits if needed, Click on **Next**.
13. **Passport Products and Fees:** Select one of three options provide. If applying for a **tourist passport book select 52 Page Book**. If applying for an **Official or No-Fee passport DO NOT select 52 Page Book**. Please leave **Processing Methods** as "Routine Service". You may not expedite an application outside the U.S. **Please note:** No-Fee Passports are at no cost to applicant; however a fee will be displayed. Ignore cost and Click on **Next**.
14. **Next Steps:** Scroll to bottom of page and Click on the box "I have read [...] above", then click on **Create Form**. Open the PDF Form and print, single sided, pages 5-6. **Do not** sign the application, the application must be signed in front of a passport agent.
15. Review your checklist, ensure you have all other required documents prior to submitting your application.